



FINDER Tool - Resource Request Submission Guide



Resource Submission Overview

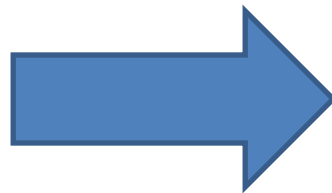
The new BroadbandOhio FINDER tool will allow Ohio citizens to search and locate businesses located near them that can provide digital services, digital literacy programs, or places to donate digital devices. In order to be listed in the FINDER database, the business must register themselves via the IOP website with an OH|ID account.



FINDER Tool Location

The new BroadbandOhio FINDER is located on the BroadbandOhio website towards the bottom of the home page.

A direct link to the FINDER tool can be found [here](#).



The screenshot shows the BroadbandOhio website home page. At the top, a dark blue banner reads "Bridging the digital divide for all Ohioans". Below this are two white boxes: "Ohio Residential Broadband Expansion Grant" with a globe icon and "Ohio Broadband Strategy" with a hand icon. The main content area features an aerial view of a suburban neighborhood on the left and a light blue box on the right titled "Our Vision" with the text: "To bring high-speed internet access to every Ohioan and build a best-in-class broadband network in Ohio." Below this are three dark blue boxes with white text and right-pointing arrows: "State Digital Equity Planning Grant", "Strengthening Ohio's Broadband & 5G Workforce", and "Contact Us". A section titled "Projects & Resources" with the subtitle "Get detailed information about programs at BroadbandOhio." follows. This section contains four cards: "Finder" (with a photo of people looking at a laptop), "East Cleveland Connectivity Project" (with a photo of Governor DeWine), "Ohio Residential Broadband Expansion Grant Program" (with a map of Ohio), and "Map of BroadbandOhio Projects" (with a map of Ohio showing project locations). A large blue arrow on the left side of the slide points towards the "Finder" card.

**Bridging the digital divide
for all Ohioans**

Ohio Residential
Broadband
Expansion Grant

Ohio Broadband
Strategy

Our Vision
To bring high-speed internet access to every Ohioan and build a best-in-class broadband network in Ohio.

**State Digital Equity
Planning Grant** →

**Strengthening Ohio's
Broadband & 5G
Workforce** →

Contact Us →

Projects & Resources
Get detailed information about programs at BroadbandOhio.

Finder
The goal of the FINDER is to help you locate devices, hotspots, and device donation locations that work for your budget and


East Cleveland Connectivity Project
Ohio Governor Mike DeWine and Lt. Governor Jon Husted announced a new broadband expansion project located in the City of East

Ohio Residential Broadband Expansion Grant Program
Learn more about state resources to deliver high-speed internet access to Ohioans.

Map of BroadbandOhio Projects
Map of BroadbandOhio Projects across the state including the Telehealth Pilot project and the East Cleveland Connectivity Project.


Step 1. Navigate to the FINDER Site link

Start by navigating to the **FINDER** Site by clicking [here](#)!

<div data-bbox="685 404 988 482"></div> <div data-bbox="481 558 1189 605"><p>One state. One Account. Your OH ID.</p></div> <div data-bbox="479 795 1156 996"><p>OH ID is a secure way for Ohioans and businesses to interact with multiple State agencies and access a variety of programs and services, with a single user account.</p></div> <div data-bbox="486 1086 1187 1160"><p>Create Account</p></div>	<div data-bbox="1533 404 1834 454"><p>Log into OH ID</p></div> <div data-bbox="1340 558 2040 662"><p>OHID (Username)</p></div> <div data-bbox="1592 672 1775 704"><p>Forgot OHID?</p></div> <div data-bbox="1340 795 2040 899"><p>Password</p></div> <div data-bbox="1564 909 1803 941"><p>Forgot Password?</p></div> <div data-bbox="1340 1086 2040 1160"><p>Log in</p></div>
--	---

Step 2. Login with an OHID Account

The user will be taken to the **OH|ID Login** page where they will log-in with their OHID credentials. If the user does not have an OHID, then follow the **OH|ID Account Creation** guide.

<div data-bbox="680 469 978 549"></div> <div data-bbox="479 625 1182 671"><p>One state. One Account. Your OH ID.</p></div> <div data-bbox="476 862 1149 1063"><p>OH ID is a secure way for Ohioans and businesses to interact with multiple State agencies and access a variety of programs and services, with a single user account.</p></div> <div data-bbox="479 1153 1182 1229"><p>Create Account</p></div>	<div data-bbox="1544 472 1824 518"><p>Log into OH ID</p></div> <div data-bbox="1335 625 2033 729"><p>OHID (Username)</p></div> <div data-bbox="1600 739 1768 768"><p>Forgot OHID?</p></div> <div data-bbox="1335 862 2033 966"><p>Password</p></div> <div data-bbox="1572 976 1796 1005"><p>Forgot Password?</p></div> <div data-bbox="1335 1153 2033 1229"><p>Log in</p></div>
---	--

Step 3. Viewing the Requestor Dashboard

After logging in, the user will be directed to the **Requestor Dashboard** page. On the Requestor Dashboard, the user can view their **Existing Requests**, or submit a **New Request**.

Dashboard

+ new request

New Requests

Existing Entries

Request No.	Resource Type ▼	Resource Name ▼	Offer Start Date ▼	Offer End Date ▼	Status ▼
60E36220DD794684BC7DED20	Digital Resources	Digital Training	2021-07-06	2021-07-31	<div>Pending Review</div>
60E36202DD79460B6E7DED1D	Service Deals	Low cost internet	2021-07-09	2021-07-23	<div>Pending Review</div>

1

Step 4. Using the Requestor Dashboard

New Requests show the user their request submissions that have not been approved.

Existing Requests show the user their approved submissions that are listed in the FINDER Tool.

To Submit a new request, the user will click the **New Request** button on the Requestor Dashboard.

Dashboard

+ new request

New Requests

Existing Entries

Request No.	Resource Type ▼	Resource Name ▼	Offer Start Date ▼	Offer End Date ▼	Status ▼
60E36220DD794684BC7DED20	Digital Resources	Digital Training	2021-07-06	2021-07-31	<div>Pending Review</div>
60E36202DD79460B6E7DED1D	Service Deals	Low cost internet	2021-07-09	2021-07-23	<div>Pending Review</div>

1

Step 5. Fill Out the FINDER Request Form

There are two different request forms within the FINDER Tool:

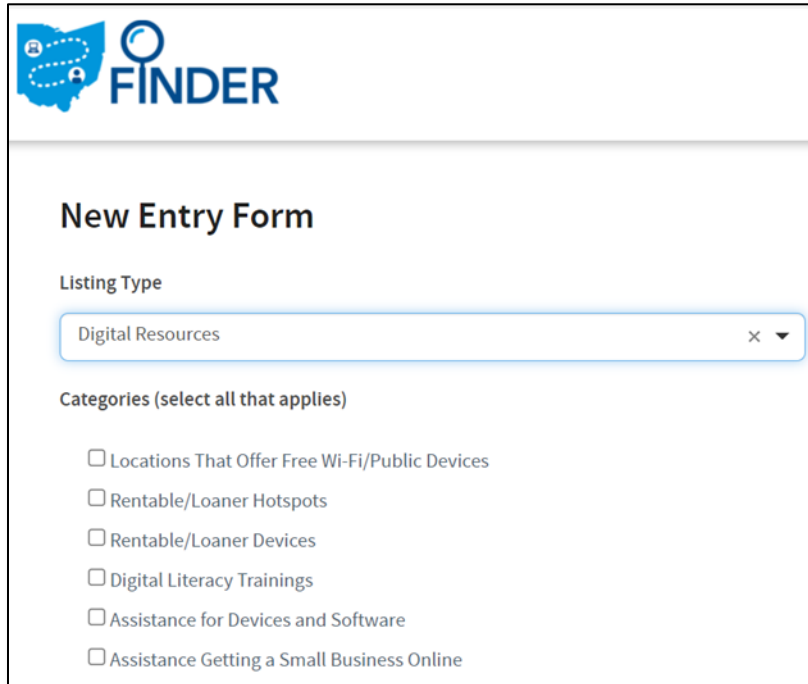
- **Digital Resources** and **Digital Literacy Classes**
- **Device Donation Drop-off**

Resources will need the following information to submit a **Digital Resources** or **Device Donation Drop-off** request to be featured in the FINDER Tool:

- Listing Type
- Resource Category
- Name of Resource
- Resource Location
- Region
- Offer Start Date
- Offer Expiration Date
- Brief description of resource
- Resource website link
- Resource contact information including: Name, Phone and Email

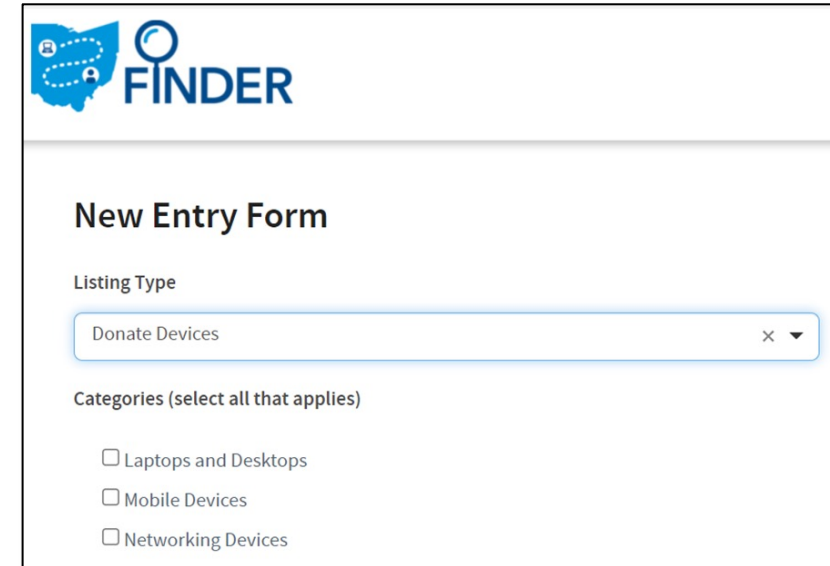
Step 6. Digital Resource Request Form

Digital Resources and Digital Literacy have the follow **Categories** that will be used by the FINDER search to filter services:



The screenshot shows the 'New Entry Form' for 'Digital Resources'. The 'Listing Type' dropdown is set to 'Digital Resources'. Under 'Categories (select all that applies)', the following options are listed with unchecked checkboxes:

- ☐ Locations That Offer Free Wi-Fi/Public Devices
- ☐ Rentable/Loaner Hotspots
- ☐ Rentable/Loaner Devices
- ☐ Digital Literacy Trainings
- ☐ Assistance for Devices and Software
- ☐ Assistance Getting a Small Business Online



The screenshot shows the 'New Entry Form' for 'Donate Devices'. The 'Listing Type' dropdown is set to 'Donate Devices'. Under 'Categories (select all that applies)', the following options are listed with unchecked checkboxes:

- ☐ Laptops and Desktops
- ☐ Mobile Devices
- ☐ Networking Devices

Example: Digital Resource Record

Here is an example of the **Digital Resource Submission** record in the FINDER tool:

Example Resource

This is an example resource. Friendly reminder that if you have numerous resources at one location, only make one entry to highlight all resources.

Digital Resources

- ✓ Locations That Offer Free Wi-Fi/Public Devices
- ✓ Rentable/Loaner Hotspots
- ✓ Rentable/Loaner Devices
- ✓ Digital Literacy Trainings
- ✓ Assistance for Devices and Software
- ✓ Assistance Getting a Small Business Online

Visit Website

<https://broadband.ohio.gov/highlights/finder>

Resource Contact

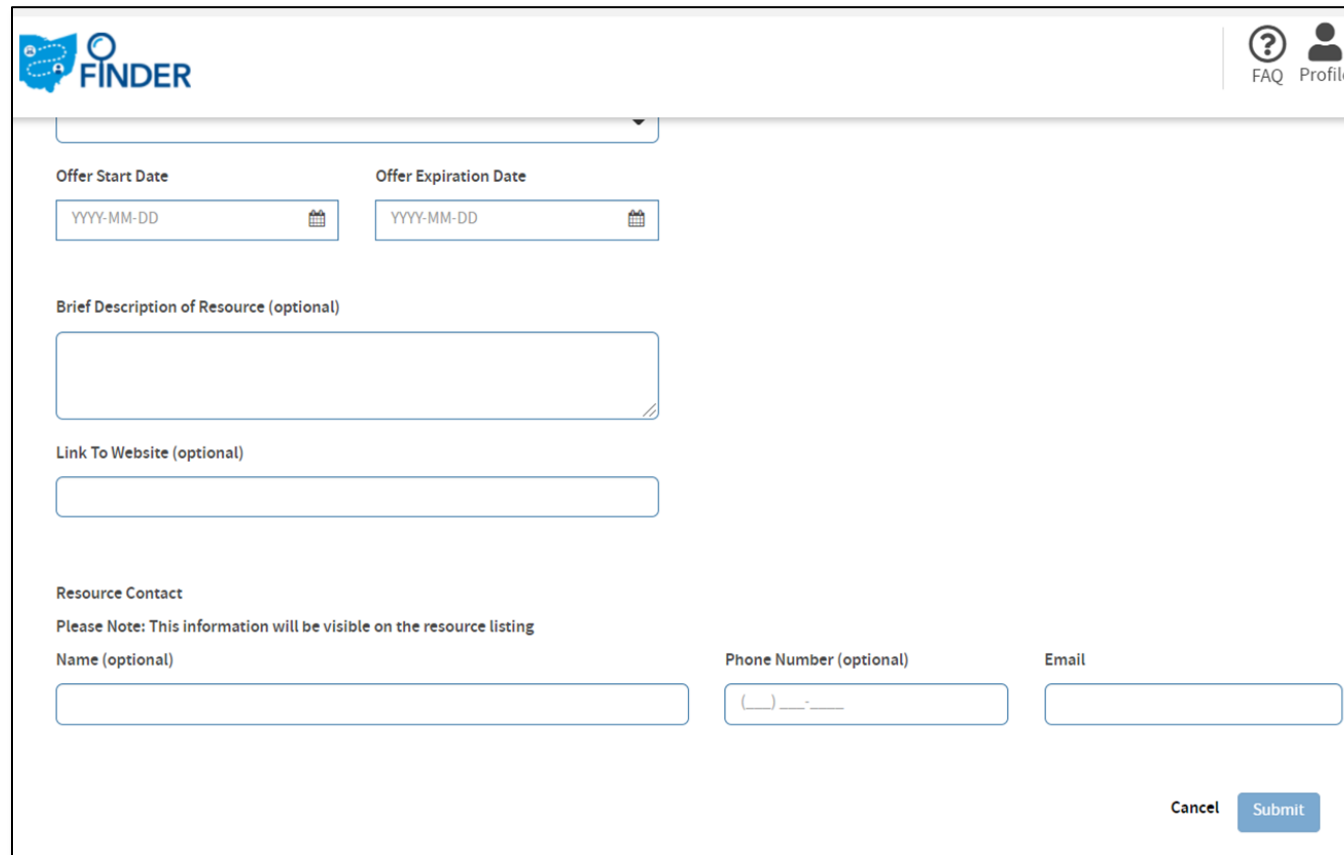
(111) 111-1111

carley.circosta@development.ohio.com

Step 8. Submitting a Request

To submit a new request, the user will fill in the Resource information and scroll to the bottom of the page and click the **Submit** button.

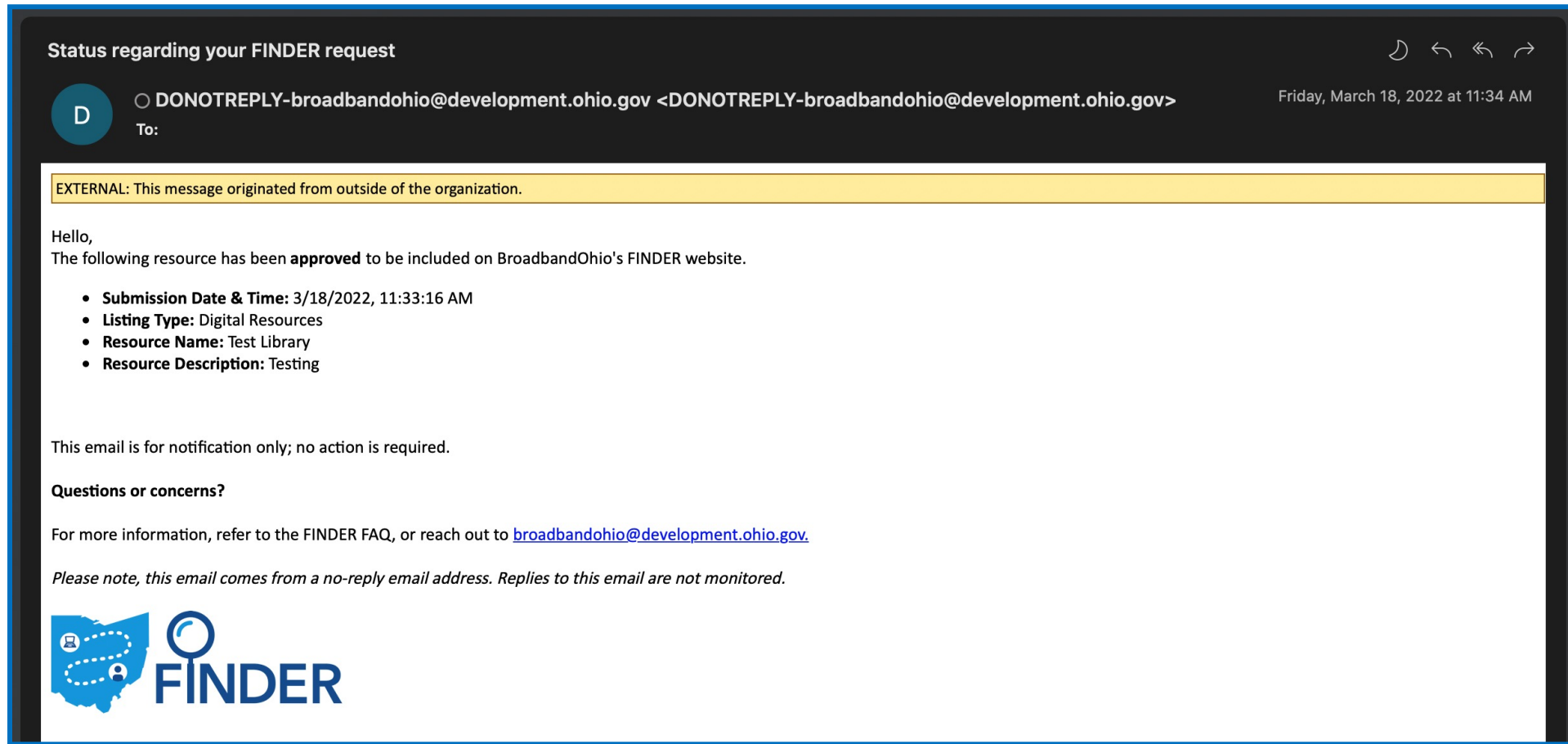
Once submitted, the request will be reviewed by the Admin staff for approval/denial. When the status changes, IOP will **send out an email** to the requestor.



The screenshot shows a web form titled "FINDER" in the top left corner. In the top right corner, there are links for "FAQ" and "Profile". The form contains several input fields: a dropdown menu at the top, two date pickers labeled "Offer Start Date" and "Offer Expiration Date" with the placeholder "YYYY-MM-DD", a text area for "Brief Description of Resource (optional)", a text field for "Link To Website (optional)", and a section for "Resource Contact" with a note "Please Note: This information will be visible on the resource listing". This section includes three fields: "Name (optional)", "Phone Number (optional)" with a format "() - -", and "Email". At the bottom right of the form are "Cancel" and "Submit" buttons.

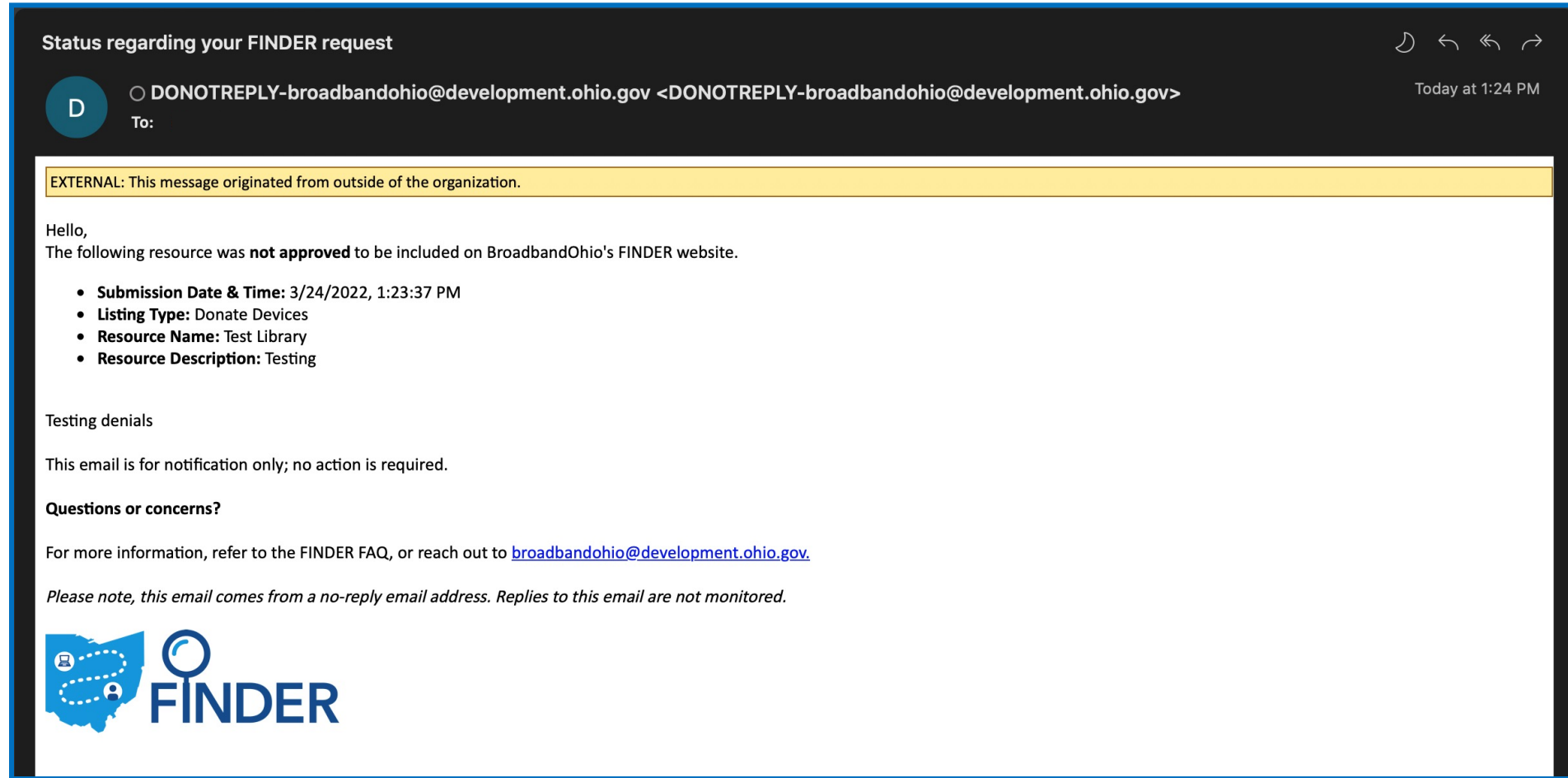
Example: Request Form Approval Email

Here is an example of the **Approval Email** sent to the requester:



Example: Request Form Deny Email

Here is an example of the **Deny Email** sent to the requester:



Resource Submission Form Hints

Make a mistake? No problem. Go to the requestor dashboard and click **Edit** to fix the incorrect information or click **Delete** to delete the request.

Need help? Feel free to call or contact the **BroadbandOhio Staff** to help you manage your Resource Submissions.

Frequently Asked Questions? Navigate to the **FINDER home page** and click on the **FAQ** icon in the upper right corner.

